

W A R N I N G

**IMPORTANT NOTICE
DO NOT DETACH**

SUPERFUND CONFIDENTIAL BUSINESS INFORMATION

All or a portion of the attached document is claimed to be confidential business information by the submitter pursuant to CERCLA, as amended, § 104. Unless and until EPA makes a determination that the document is not confidential business information, it must be treated as such.

Any person handling or using the attached document in any way is responsible for preventing unauthorized disclosure while in his or her possession. §1905 of title 18 of the United States Code and CERCLA, as amended, §104(e)(7)(B) provide penalties for disclosure of confidential business information. They include criminal penalties and adverse personnel actions.

The document may not be disclosed further or copied by you except as authorized by The Superfund CBI Manual. If you have any questions concerning the appropriate handling of this document, please contact the attorney assigned to this case or the Office of Regional Counsel, EPA, Region 9.

MONTHLY TECHNICAL PROGRESS REPORT

for the period

May 1 – May 31, 2008

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	2
2.1 Organizing and Indexing	2
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	3
2.4 SCAP Support and WasteLAN Data Entry	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding.....	4
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	8
3.1 Reference, Search, and Circulation Service.....	8
3.2 Freedom of Information Act (FOIA)	8
3.3 Photocopy and Redaction Service	8
3.4 CD-ROM Service	8
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	9
Task 4: Administrative Records (ARs) and Special Collections Management.....	10
4.1 Administrative Records	10
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	10
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	11
Task 6: Training and Orientation.....	11
Task 7: Online Operations and Internet Support	12
Task 8: Attend Meetings and Teleconferences	12
II. DIFFICULTIES ENCOUNTERED.....	12
III. PERSONNEL ACTION	12
IV. SUMMARY OF TECHNICAL DIRECTION	13
V. STATISTICS	14

EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
May 2008

TOAM: Elaine Chan
PM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on May 2.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on May 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on May 7.

The Major Projects Status Report was submitted to the TOAM on May 12.

The quarterly comprehensive statistical report for October 19, 2007 through April 30, 2008 was submitted to the TOAM on May 22.

A Librarian IV completed the *Trainer's Guide to SDMS-C Training for EPA Staff* on April 30 and submitted it to the TOAM for review.

The semiannual property inventory was conducted and the list of EPA property in the Records Center was submitted to the TOAM on May 30.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,401 documents and edited 3,728 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Sparks Solvent/Fuel Site this month.

The site assessment Librarian IV received 1.5 lft. of new documents, of which .7 lft. were federal facilities documents, and processed 21 new sites.

The site assessment Librarian IV shifted 6 lft. of files to make room for new documents.

On May 8 staff met with the TOAM and RPM Jeff Dhont to discuss indexing the Montrose Chemical Corp/Del Amo Facility e-mail database. Indexing and technical issues were resolved so that the project could move forward.

On May 20 staff met with the TOAM, ORC Attorney Tom Butler, and EPA contractor James Brown to discuss indexing in the Operating Industries, Inc., Landfill site file. As a result of the meeting, data from the CACI, Inc. contractor's file plan will be incorporated into the index records for the site.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

15.6 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

8.1 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated May 7.

FRC Storage Report, updated May 7.

On-Site Storage Report, updated May 7.

Contracts On-Site Storage Report, May 7, 14, 21, and 28.

Staff checked 1.7 lft. of unindexed MEW Study Area documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 758 documents (8,304 pages) during May and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Sixteen Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

CHINO AIRPORT RADIUM DIALS, OU 01 (SSID 09MU)
COOPER DRUM, OU 01 (SSID 091N)
IRON KING MINE, OU 00 (SSID 09MX)
LAVA CAP MINE, OU 01 (SSID 093Y)
NEWMARK GROUNDWATER CONTAMINATION, OU 01 and 02 (SSID 09J5)
NINETEENTH AVENUE LANDFILL, OU 01 (SSID 0905)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
PHOENIX GOODYEAR AIRPORT AREA, OU 02 (SSID 0919)
PHOENIX-GOODYEAR AIRPORT AREA, OU 01 (SSID 09R8)
PRESERVATION AVIATION, OU 01 (SSID 09LX)
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS), OU 03 (SSID 09L6)
SAN GABRIEL VALLEY (AREAS 1-4), OU 04 (SSID M4)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)
TRW MICROWAVE, INC (BUILDING 825), OU 00 (SSID 09K4)
WESTINGHOUSE ELECTRIC CORP (SUNNYVALE), OU 00 (SSID 0997)

Staff received 6 requests for cost package and/or contract documents, performed 5 database searches in SDMS/Lotus Notes and provided 8 documents for EPA staff during May. Site-specific charges occurred for the following sites:

IRON MOUNTAIN MINE, OU 00 (SSID 0917)
J.H. BAXTER & CO, OU 01 (SSID 0974)
MICRO STORAGE/INTEL MAGNETICS, OU 01 (SSID 0987)
MONTROSE CHEMICAL CORP, OU 01 (SSID 0926)
MONTROSE CHEMICAL CORP, OU 03 (SSID 0926)
OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 09K2)

The Cost Package Documentation Index was updated on May 7, 14, 21, and 28.

Staff spent 48.2 hours redacting cost package and/or contract documents at the request of EPA staff for the following sites:

MICRO STORAGE/INTEL MAGNETICS, OU 01 (SSID 0987)
MODESTO GROUND WATER CONTAMINATION, OU 01 (SSID 09J4)

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.1 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09ZZ	N/A	10629 & 10635 FAIR OAKS BLVD (BROWNFIELDS)
09ZZ	N/A	2380 MEADOWVIEW RD (BROWNFIELDS)
09ZZ	N/A	3617 MARYSVILLE BLVD (BROWNFIELDS)
09ZZ	N/A	65TH ST BUS TRANSFER STATION (BROWNFIELDS)
09ZZ	N/A	7208 AUBURN BLVD (BROWNFIELDS)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09ZZ	N/A	ABRAMS AIRBORNE MANUFACTURING INC
09ZZ	N/A	ACME AUTO WRECKERS
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09NE	N/A	AIRCRAFT PLATING CO. INC
09ZZ	N/A	ALADDIN CLEANERS AVONDALE
094Y	01	ALARK HARD CHROME
09QP	00	ALL METAL PROCESSING (BURBANK)
09ZZ	N/A	ALL METALS PROCESSING
09ZZ	N/A	ALMETCO
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09ZZ	N/A	AMERICAN METALS INC
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ANADITE INC.
09C6	01	APACHE POWDER CO
09BK	00	APPLE VALLEY DRUM SITE
09ZZ	N/A	ARIZONA AIR NAT GUARD SUPP MAINT SERV
09ZZ	N/A	ARIZONA BARREL AND CAN COMPANY
09ZZ	N/A	ARIZONA BOX
09ZZ	N/A	ARIZONA COIL WINDING
09ZZ	N/A	ARIZONA TRUCK SERVICE
09ZZ	N/A	ASHLAND CHEM CO MESA
09ZZ	N/A	ASTROPLATE INC
0934	01	ATLAS ASBESTOS MINE
09ZZ	N/A	AUTOMOTIVE SERVICE CENTER CAVE CREEK
09ZZ	N/A	BAILARD LDFL
092Y	00	BEAN & COMPANY
09ZZ	N/A	BELLOWS AIR FORCE STATION

SSID	OU	SITE NAME
09ZZ	N/A	BROWN FIELD HAZARDOUS WASTE SITE
09ZZ	00	BROWN FIELD NATIONAL GRANT APPLICATIONS
091B	00	BYERS BOMB SITE
09ZZ	N/A	CALIFORNIA FLOODS - 1997
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
09ZZ	N/A	CHINLE ABANDONED LDFL
09MU	01	CHINO AIRPORT RADIUM DIALS
09ZZ	N/A	CITY OF LYNWOOD (BROWNFIELDS)
0935	01	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
09ZZ	N/A	CRAFTON REDLANDS AREA
09ZZ	N/A	CROWN BEACH
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	EGAN MILLING CO INC
09ZZ	N/A	EL CAMINO DEL CERRO LDFL
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09ZZ	N/A	ENTERPRISE PROJECT (16TH ST) (BROWNFIELDS)
09ZZ	N/A	ENTERPRISE PROJECT (FOLSOM BLVD) (BROWNFIELDS)
09ZZ	N/A	ESTES LDFL
09BJ	01	FACTORY STREET SITE
0984	00	FAIRCHILD SEMICONDUCTOR CORP. (MOUNTAIN VIEW PLANT)
0984	01	FAIRCHILD SEMICONDUCTOR CORP. (MOUNTAIN VIEW PLANT)
09ZZ	00	FALLON NAVAL AIR STATION
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GABBS RECREATION HALL (BROWNFIELDS)
09ZZ	N/A	GARDENA BROWNFIELDS PILOT PROJECT (BROWNFIELDS)
09ZZ	N/A	GARDENA SUMPS
09ZZ	N/A	GARDENA VALLEY DUMP NO 4
09AU	01	GOLDEN TECHNOLOGY
09RD	00	GREKA BRADLEY CONSOLIDATED 3 ISLAND OIL PRODUCTION FACILITY
09PJ	01	HALACO ENGINEERING CO
09QF	00	HAWTHORNE LOCKER MERCURY SPILL
09BL	00	HICKAM AIR FORCE BASE
09QG	00	IMPRESSIONS POLISHING & PLATING
0920	01	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
09ZZ	N/A	IT PANOCHE
0974	00	J.H. BAXTER & CO
0974	01	J.H. BAXTER & CO
09F5	01	KAISER STEEL CORP (FONTANA PLANT)
09FM	00	KLAU/BUENA VISTA MINE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)

SSID	OU	SITE NAME
09ZZ	N/A	LA GOODYEAR INDUSTRIAL TRACT (BROWNFIELDS)
09ZZ	N/A	LAS VEGAS NATIONAL GUARD ARMORY (BROWNFIELDS)
093Y	01	LAVA CAP MINE
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOS ANGELES JOB TRAINING PROGRAM (BROWNFIELDS)
09ZZ	N/A	LOS ANGELES SHOWCASE COMMUNITY (BROWNFIELDS)
0976	01	LOUISIANA-PACIFIC CORP
09Q2	00	LUKE AIR FORCE BASE
09ZZ	N/A	LUMBERJACK FACILITY (BROWNFIELDS)
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09QN	16	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
09BZ	01	MCFARLAND STUDY AREA
09ZZ	N/A	METTEN & GEBHARDT TANNERY
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PACIFIC FRUIT EXPRESS CAR REPAIR SHOP
09ZZ	N/A	PARCEL 8
091S	01	PEARL HARBOR NAVAL COMPLEX
09QW	00	PETALUMA MARSH
0919	00	PHOENIX-GOODYEAR AIRPORT AREA
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	PIERCE & STEVENS CHEMICAL CORP
09ZZ	N/A	PIMA COUNTY ROGER RD WTP
095S	00	PIONEER LUMBER
09ZZ	N/A	PRECISE METAL PRODUCTS

SSID	OU	SITE NAME
09ZZ	N/A	PRESCOTT LANDFILL
09LX	01	PRESERVATION AVIATION
0921	00	PURITY OIL SALES INC.
09ZZ	N/A	PYRAMID INDS
09ZZ	N/A	R T C 4TH ST STATION TRANSIT CTR (BROWNFIELDS)
098C	01	RALPH GRAY TRUCKING
09ZZ	N/A	RAVENSWOOD INDUSTRIAL AREA (BROWNFIELDS)
09ZZ	N/A	REYNOLDS METALS CO
0998	01	RHONE-POULENC, INC./ZOECON CORP
09ZZ	N/A	ROLL LDFL
09ZZ	N/A	ROLLINGS PROPERTY
09QE	00	ROMOLAND MERCURY ER
0979	01	SACRAMENTO ARMY DEPOT
09ZZ	N/A	SACRAMENTO REGIONAL TRANSIT PROPERTY (BROWNFIELDS)
09ZZ	N/A	SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY (BROWNFIELDS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09ZZ	N/A	SAN FRANCISCO RIVER MINE TAILINGS
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SANGER RIVER BOTTOM PROPERTY
09P9	00	SCHOFIELD BARRACKS
09ZZ	N/A	SEAL BEACH NAVAL WEAPONS STA
0944	00	SELMA TREATING CO
0942	01	SOUTH BAY ASBESTOS
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09W6	00	SPARKS SOLVENT/FUEL SITE
09ZZ	N/A	STOCKTON REDEV WATERFRONT PROPERTIES (BROWNFIELDS)
09ZZ	N/A	STORM PRODUCTS
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09ZZ	N/A	TECATE HAZARDOUS WASTE SITE
0981	00	TH AGRICULTURE & NUTRITION
09K4	00	TRW MICROWAVE
09ZZ	N/A	UNION PARK 61-ACRE SITE (BROWNFIELDS)
09R3	00	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VENDO CO, THE
09ZZ	N/A	VENTURA WESTSIDE BROWNFIELDS PROGRAM (BROWNFIELDS)
09HS	00	VETA GRANDE MINING CO.
09C1	00	WASTE DISPOSAL, INC.
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09ZZ	N/A	WEST ANAHEIM COMMERCIAL CORRIDORS PROJ (BROWNFIELDS)
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09Q1	00	WILLIAMS AIR FORCE BASE
09Q1	01	WILLIAMS AIR FORCE BASE
09ZZ	N/A	YOUNG COMMUNITY DEVELOPERS JOB TRAINING (BROWNFIELDS)

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 54 requests for documents, performed 387 database searches in SDMS-C, and provided 1,715 documents for EPA staff and other requesters.

Twenty-one indexes were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on May 2 and May 1, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 14 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 3,122 non-FOIA-related pages for EPA and other requesters, and sent approximately 588 pages off-site to a copy service. In addition, staff printed 288 pages from SDMS-C.

At the request of RPM Richard Sugarek, 14 documents from the Sulphur Bank Mercury Mine site file were redacted in preparation for the upcoming administrative record. And at the request of ORC Attorney Harrison Karr, 2 documents from the Northeast Churchrock Mine site file were redacted in preparation for a FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 23 requests for documents on CD-ROMs. 75,459 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09E5	00	ABCO METAL FINISHING
09NV	00	ADVANCED PACKAGING & PRODUCTS
09QP	00	ALL METAL PROCESSING (BURBANK)
09ZZ	NA	AMSTAR CORP SPRECKELS SUGAR DIV F-3
09ZZ	N/A	ARCO PETROL PROD CO WATSON REF
09JS	00	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
093H	01	CASMALIA RESOURCES
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0963	00	GILA RIVER INDIAN RESERVATION
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
09ZZ	N/A	IT TRANSPORTATION CORP WILMINGTON
0974	01	J.H. BAXTER & CO
09FM	00	KLAU/BUENA VISTA MINE
0975	01	LAWRENCE LIVERMORE LAB (USDOE)
09S1	01	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
091A	01	LEVIATHAN MINE
098P	00	MARE ISLAND NAVAL SHIPYARD
09M6	01	MEW STUDY AREA
0987	01	MICRO STORAGE/INTEL MAGNETICS
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	MTBE CHARNOCK
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
09ZZ	N/A	PERCHLORATE DOCUMENTS
09LX	00	PRESERVATION AVIATION
098C	01	RALPH GRAY TRUCKING
0998	01	RHONE-POULENC, INC./ZOECON CORP
09ZZ	N/A	RIVERSIDE CEMENT CO CRESTMORE PLT
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

SSID	OU	SITE NAME
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	01	SELMA TREATING CO
0942	00	SOUTH BAY ASBESTOS
0942	01	SOUTH BAY ASBESTOS
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
0981	00	TH AGRICULTURE & NUTRITION
09ZZ	NA	UNION COLLIER
09RE	00	US COLLOIDAL TECHNOLOGIES INC
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in May:

Greka Bradley Consolidated 3 Island Oil Production Facility Removal AR, sent May 2
US Colloidal Technologies Inc. Removal AR, sent May 2
Asarco Hayden Plant Removal AR, sent May 20
All Metals Processing Co. Removal AR, sent May 23

On May 19 staff met with the TOAM and RPM James Sickles to conduct the kick-off meeting for the Klau/Buena Vista Mine AR. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during May:

LEVIATHAN MINE, OU 01 (SSID 091A)
MICRO STORAGE/INTEL MAGNETICS, OU 01 (SSID 0987)
MONTROSE CHEMICAL CORP, OU 01, 03 (SSID 0926)
RHONE-POULENC, INC./ZOECON CORP, OU 00 (SSID 0998)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 9 collections
Electronic files attached to E-mails: 53 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of May, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09QP	00	ALL METAL PROCESSING (BURBANK)
09PC	00	ALTOONA MINE
09JS	00	ASARCO INC HAYDEN PLT
09FM	00	KLAU/BUENA VISTA MINE
091A	01	LEVIATHAN MINE
0987	01	MICRO STORAGE/INTEL MAGNETICS
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	01	OMEGA CHEMICAL CORP
0998	00	RHONE-POULENC, INC./ZOECON CORP
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
09RE	00	US COLLOIDAL TECHNOLOGIES INC

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on May 28.

The PM held a Managers/Supervisors meeting on May 21.

The PM held a Scanning Department meeting on May 13.

The PM held a Cost Recovery Department meeting on May 13.

The RMS IV/Assistant Manager held meetings with special projects staff on May 6.

The RMS IV/Circulation Department Supervisor held departmental meetings on May 8 and 21.

The RMS IV/Head Indexer held a departmental meeting on May 20.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on May 20.

The PM continued to purchase supplies and/or equipment during May.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

The RMS IV/Assistant Manager wrote an article on Superfund Comprehensive Accomplishments Plan (SCAP) documents for inclusion in the next issue of Reposit-Story, and forwarded it to the TOAM.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On May 6, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

Computer Support Department staff coordinated with EPA imaging support contractor Dan Brown to resolve problems with the newly installed Ascent Capture scanning software. The problems were successfully resolved.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on May 15.

The request of the TOAM, staff attended a teleconference to review a list of JCIA enhancement and upgrade requests on May 5.

A Librarian IV attended the national ECMS testing kickoff conference call on May 19.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in May.

II. DIFFICULTIES ENCOUNTERED

Due to the installation of the latest release of Ascent Capture scanning software in May, the two oldest scanning machines ceased functioning. This left only one machine operative, and caused a significant increase in the scanning backlog.

To remedy this, the PM requested and received approval to lease two new Fujitsu fi-5750C scanners. The lease is currently being finalized, and the two new machines are expected to arrive in June.

III. PERSONNEL ACTION

The RIM IV/Head Indexer interviewed candidates for the open Librarian IV position. The successful candidate was Catherine Lee, who will begin on the contract on June 9.

The PM and RMS III/Cost Recovery Team Leader held interviews for the open RMS III/Cost Recovery Specialist position. Selection of the successful candidate will be made in early June.

IS II/Circulation Assistant, Miguel Magos, submitted his resignation effective May 30. Recruitment activities to fill this position have begun.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 29 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 12 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
758	8.1	233.9

Inventories

Records Surveyed	Year to Date
18.8 LFT	197.9

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	582.6 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
79	3	1	1	26	0	0	11	121